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ABSTRACT

This document presents the state standards for certification of teachers and other educational personnel in the state of Maine. Included are an introduction, general regulations and policies, and specific requirements for each certificate. (MM)

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# MAINE STATE STANDARDS FOR CERTIFICATION OF EDUCATIONAL PERSONNEL

(Effective as of 1963)

Maine State Department of Educational and Cultural Services

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## INTRODUCTION

The Commissioner of Education is authorized by the statutes to grant and revoke certificates of qualification to teach or to supervise in the public schools of Maine. Although such licensure is commonly a legal state function, there is a growing trend in the direction of the teaching profession's setting standards, and sharing in the enforcement of them. It was in recognition of this trend toward professional maturity that the State Board of Education established in 1958 the Maine Advisory Committee on Teacher Education and Certification to advise it with respect to policies and practices in the preparation and licensure of teachers. The purpose of the statutory authority and the reason for increasing professional and informed lay concern are, of course, one and the same: that the people of the state be assured of the highest possible competency on the part of their teachers.

To that end the educational and lay leaders who have served as Advisory Committee members have donated their time and their best efforts over a period of years. We here acknowledge their valuable work, and thank them and all others, including especially the Maine Teachers Association, who have helped make the study possible. Up to this time the following persons have represented, as regular or alternate members, the various institutions and organizations having membership on the Committee:

Lester R. Cummins (Bates), Paul Hazelton (Bowdoin), Archille H. Biron (Colby), John R. Crawford, Edward Brush, and George T. Davis (Maine) - large colleges; Edward J. Durnall (Nasson), Bryant Bean (Ricker), Louise Miller (Husson) - small colleges; Sister Stephanie (St. Joseph's) and Fr. Kevin Kidd (St. Francis)- church affiliated colleges; Ermo H. Scott, Clifford O. T. Wieden, Lincoln A. Sennett, and Kenneth T. H. Brooks - teachers colleges; Mrs. Martha Coles, Mrs. Minette Cummings - the Governor's Advisory Committee on Education; Ralph Brewer - the State School Boards Association; J. Wilfrid Morin, James McLean, Lila Scholfield, Curtis W. O'Brien - elementary principals; Joseph E. Chaplin, Horace Croxford, Durward Heal - secondary principals; George Wentworth, Madeline Perazzi - special area teachers; Sara Cowan, Gwendolyn Stratton, Theodore Johnson - secondary teachers; Bertha F. Higgins, Neota F. Grady, Audrey Lewis, Margaret Tibbetts, Violet Smith - elementary teachers; Casper Ciaravino, Herbert Sperry, Richard Ladner - Supervisors; Julian P. Thompson, John K. Taylor, Alfred A. Bracy, J. Raymond Brennick, Wayne Roberts - superintendents; and Carroll L. McKusick, Ernest C. Marriner and Jean Sampson, State Board of Education. Hayden L. V. Anderson of the State Department of Education served as secretary and non-voting member of the committee.

In general the present revision of the certificate regulations reflects the conviction of the Advisory Committee that standards should be raised, and procedures streamlined. Specifically the new regulations, which become effective September 1, 1963, by vote of the State Board of Education are an outgrowth of the principles adopted in its beginnings by the Committee. These principles set minimums for certification in all areas; the bachelor's degree,

at least two years of liberal education, appropriate subject matter concentration, professional knowledge, and supervised teaching experience.

The minimums listed will make for several improvements in standards, since present certificates for elementary and several special areas of teaching do not require a degree; do not explicitly require student teaching, and do not specify any minimum amount of liberal education.

The 1963 regulations make several other changes. The professional (highest grade) certificate requires 30 hours of study beyond the bachelor's degree - instead of six hours as at present. Renewal of professional certificates is based on "service and growth" rather than formal study. Professional study for elementary certification has been reduced to 30 hours. Secondary "teaching majors" have been increased from 24 to 30 hours, and "teaching areas" from 40 to 50 hours. The preparing institution must now formally recommend its graduates (of approved programs) for certification. New teachers (defined as those who have not taught for a year in the past ten) must have at least three years (four years beginning in 1967) of college. Provision is made for examinations to be taken by degree holders to establish equivalency for course work needed for certification, and various kinds of teaching experiences may be substituted by this category of applicants for formal student teaching.

Although there has been no change in the blanket nature of the secondary teacher's certificate, the major and minor teaching subjects will be named thereon.

Rulings and interpretations are made in individual cases which do not fit the usual patterns. Interested persons may write or visit the certification section of the State Department of Education for help with such cases. The majority of cases, particularly those involving new teachers, fall under the general regulations and the specific requirements for each certificate. These are set forth in the following sections.

## SECTION I

## LEGAL PROVISIONS

1. The Commissioner of Education is authorized to prescribe "requirements as to preliminary education and training" for all teaching certificates. (Sec. 184, C. 41, R.S. 1954, as amended.)

2. Certificate Required. No persons shall be employed to teach any (public or approved private) school--who do not hold a state certificate -- (Op. cit., sec. 186)

3. Teaching without Certificate. Whoever teaches a public school without first obtaining a state teachers' certificate, as provided in this chapter, is barred from receiving pay therefor and shall forfeit to the administrative unit in which he so taught such amounts as he shall have received for wages for such illegal teaching. (Op.cit., sec. 187.)

4. Revocation of Certificate; Appeal. Provided further, that any certificate granted under this or any preceding law may for sufficient cause be revoked and annulled. Any teacher whose certificate has been revoked shall be granted a hearing on request before a committee; one member to be selected by the commissioner, the second by the teacher involved and the third by the other 2 members. The hearings before this committee may be public at their discretion and their decision shall be final. (Op. cit., Sec. 184)

5. Study Required for Renewal; Exceptions. The renewal of each teaching certificate shall be conditional on the completion of at least 6 semester hours of professional study within each period of 5 years, excepting that

   I. Teachers qualifying for standard grade certificates, completing 18 semester hours of post-baccalaureate study, and teaching successfully for not less than 4 years, and

   II. Certified teachers who have taught successfully for not less than 25 years may be declared eligible to a 10-year term certificate, renewal of which being conditional upon the presentation of evidence of professional improvement acceptable to the commissioner. (Op. cit., sec. 237-B.)

## SECTION II

## GENERAL REGULATIONS AND POLICIES

1. To apply for an Initial Certificate, a person shall

   A. Be a graduate of an approved high school or have an equivalent education.

   B. File an application form, together with references, a certificate of birth, and official transcripts of all applicable college credits.

2. To apply for Renewal of a Current Certificate, a person shall

   A. File a renewal application form, including a record of teaching experience under the current certificate, and professional references.

   B. File, if needed for renewal, official transcripts of additional approved study completed during the life of the current certificate.

3. Transcripts Required

   It is the responsibility of applicants to furnish official transcripts for permanent filing of all approved study presented as the basis for the initial issuance, renewal, or reinstatement of all certificates.

4. Approved Study; Application to Initial and Renewal Certificates

   In general, approved study is study completed at an accredited college, or as part of a college program approved for teacher education by the State Board of Education. Such study can be applied to either initial or renewal certification whenever it satisfies the requirements of a particular certificate.

   Study completed in college teacher education programs approved by other states is ordinarily acceptable toward Maine certificates. Study and degrees completed in foreign institutions of higher education are acceptable if evaluated by the U. S. Office of Education as equivalent to study in this country.

   "Approved travel" as well as certain workshop and other non-credit learning experiences may be accepted, on a limited and individual basis, in lieu of formal course credits for certificate renewal. Prior approval by the certification authority is ordinarily necessary for acceptance of such equivalencies.

5. Reinstatement of Lapsed Certificates

Teachers covered by the grandfather clause which provides that they "may continue to be certified under the regulations in effect at the time of initial certification" may reinstate lapsed certificates with, in general, 6 hours of approved additional study. This study must have been completed within five years of the time of application for reinstatement. Three hours of related study will serve to reinstate a certificate for one year.

Teachers coming into certification under the 1963 regulations may also reinstate provisional certificates as described above.

6. Certification of Part-Time Administrators

Administrators not otherwise certified are required to possess a valid teaching certificate related to the field or area covered by the administrative assignment.

7. Certificate Terminal Dates

Beginning with July 1, 1963, all certificates will carry the expiration date of July 1.

8. Bridge-Over from Earlier Regulations

The regulations for each certificate contain, in individual footnotes, "grandfather clauses" which define the rights of teachers certified prior to September 1, 1963, the effective date of the revised regulations. Life certificates will, notwithstanding any new regulation, continue to be honored.

9. Letter of eligibility

If the credentials of out-of-state applicants for certification satisfactorily meet Maine requirements, a Letter of Eligibility will be issued, naming the certificate to which the applicant is eligible. Upon assurance of employment in Maine, the applicant will be issued the appropriate certificate.

10. Certificate Names and Levels

The revised regulations provide, in general, for issuance of the following levels of certificates, in a pattern graduated upward toward the full professional credential.

CONDITIONAL: Elgibility: This certificate is intended to replace the permit for "new" teachers who do not qualify for a provisional certificate. A "new" teacher is defined as one who has not held a full-year salaried teaching position within the ten years immediately preceding the date of application for the credential.

Term: Renewal: Valid for one year; renewable annually upon the basis of successful service and the completion of six hours of study as a matriculated student in an approved program, except that for candidates with four years of applicable collegiate education, it is renewable annually upon the basis of successful service and six hours of approved study.

Requirements: Three years of applicable collegiate study effective as of the 1962-1963 school year; four years of such study effective as of the 1967-1968 school year; endorsement by the school superintendent who wishes to employ the applicant.

PROVISIONAL: The initial certificate. Valid for five years. Requires a bachelor's degree based upon successful completion of four years of an appropriate program within an approved preparing institution or the equivalent. Renewable with six semester hours of approved study.

PROFESSIONAL: The highest level of certificate. Valid for ten years. Generally requires thirty hours of approved study beyond the bachelor's degree (not necessarily graduate level courses) and four years of successful teaching experience under the provisional certificate. Renewable for ten year terms.

In addition to the above "new" certificates the substitute's certificate will be continued as described in section II following. In general the old permit will be replaced by the new conditional certificate, particularly for "new" teachers. In appropriate circumstances the "special limited license" will also be replaced by the conditional certificate.

II. Certain Certificates Discontinued

No new certificates of the following types will be issued after September 1, 1963: Band and Orchestra, Choral, Penmanship, Moral Education, Evening School, School Clerk, and School Nurse (except the teaching nurse; see "Alternate Credentials").

12. Alternate Credentials

All public school personnel will be classified in the following general categories:

1. Professional personnel closely related to instruction such as teachers, principals, and supervisors.

1a. Vocational Trade and Industrial Teachers who cannot meet the professional standards of category 1.

2. Persons performing professional referral services such as nurses, dietitians, dentists, physicians, oculists, psychiatrists, and psychologists.

3. Non-professional, non-instructional personnel such as school or teacher's aides, school secretaries, as custodians, school lunch workers, and bus drivers.

Category 1 personnel must be certified under regular teacher certification regulations; Category 1a personnel must be certified under the regulations provided for vocational trade and industrial teachers. Category 2 personnel must possess appropriate state licenses covering areas of service. The licenses are acceptable alternate credentials; no further licensure or certification is needed. (Note: Personnel such as psychologists and school nurses providing professional services that fall into Category 1 must meet specific certification requirements established for such areas of specialized service. Teaching nurses must meet the same requirements as special subject or area teachers.)
Category 3 personnel are subject to certain state and municipal regulations. The local school administration is charged with the responsibility for maintaining the qualifications for personnel in this category consistent with the laws of the State and regulations established by the municipality and by the State Board of Education. No further certification or licensure is required.

13. Certificate Equivalency

As of September 1, 1963, the regulations permit holders of arts or science degrees to substitute examinations and certain teaching experiences for the formal course work and practice teaching ordinarily needed for certification. Certification by equivalency involves a total review, not a point by point substitution. The following guidelines govern the certification of graduates of accredited institutions who have not completed the usual teacher preparation programs. Such applicants must meet

the usual requirements for the provisional certificate, except that equivalency will be accepted in

A. Course work

1. A satisfactory score on the appropriate test or tests such as the National Teacher Examination, Area and Advanced Tests of the Graduate Record Examination, National Teacher Education Examination, and the Modern Language Association Test may be accepted in any or all of the following areas:

a) Liberal education

b) Professional education

c) Area of specialization

B. Practice Teaching, together with the recommendation of the person (s) who supervised the experience, such as

1. Substitute teaching -- 180 days of which not less than 30 must be continuous in the same position, or a total accumulation of 360 days

2. Private school teaching -- one year

3. College teaching -- one year

4. Teaching under a "permit" or conditional certificate -- one year

5. Classroom teaching in approved adult education programs and/or armed forces training programs -- 900 hours

Recommendations are required as in the case of candidates who come into certification by regular channels.

14. Appeals from Certification Rulings

A Committee on Appeals will be constituted to advise the Commissioner of Education in such cases of denial of certification as are appealed by unsuccessful applicants. In cases of denial where there may be a reasonable questio the applicant will be informed of the appeals procedure. To make an appeal the applicant must submit a letter to the Committee clearly stating the basis of the appeal and including supporting credentials and statements. The applicant and the chief certification officer may be requested to appear before the Committee.

The Committee consists of five members representing (1) a liberal arts college, (2) a teachers college or college of education, (3) the public school classroom teachers, (4) the public school administrators, and (5) the lay citizens of the state. It is appointed by the Commissioner of Education upon the recommendation of the Maine Advisory Committee on Teacher Education and Certification. It meets monthly if necessary to consider appeals, and in cases where a majority votes that certificate should be issued, the Committee recommends such action to the Commissioner.

15. Certificate Fee; Duplicate Copies

No fee is charged for the issuance of certificate. If a valid certificate is lost, a duplicate copy may be secured by making application to the Department.

16. Responsibility for Certification

It is the teacher's responsibility to be properly certified at all times, and to make the certificate available to appropriate authorities on request. (See also Previously cited "Legal Provisions.")

17. Definitions

The following meanings are attached to certain terms commonly used in these regulations:

Accredited - (1) Admitted to membership in the regional college accrediting agency; (2) accredited by the National Council for the Accreditation of Teacher Education.

Approved - Accepted for teacher education by the approving agency of the state in which it is located.

Hour - A college semester credit hour (a quarter hour ordinarily equals two-thirds of a semester hour).

Reasonable- Appearing reasonable to the certifying authority.

18. Certificate Reciprocity

Teaching credentials and degrees from other states are honored as set forth below.

A. Graduates of baccalaureate programs in elementary education in institutions in the New England and Middle Atlantic States are eligible for provisional certification in Maine provided that the program is

approved by the State Department of Education in the state in which the Institution is located and the institution is accredited by a regional or national accrediting agency.

B. A teaching, supervisory or administrative certificate duly issued by one of the New England or Middle Atlantic States and currently in full force and effect, shall be honored by the issuance of a corresponding credential in Maine provided that the holder of such certificate shall have had (1) not less than three years of appropriate successful experience; (2) basic preparation equivalent in length to the minimum preparation required by Maine regulations; (3) in the case of supervisors or administrators, a program of preparation for supervision or for administration equivalent in semester hours (though not necessarily in specific content) to the minimum program prescribed in these regulations for certification; and (4) assurance of appropriate employment in Maine.

C. Graduates of college programs accredited by the National Council for the Accreditation of Teacher Education are eligible for provisional certification in Maine provided the applicant is recommended by his college, and provided that his basic preparation equals in length that required for the Maine certificate sought.

## SECTION III

## SPECIFIC REQUIREMENTS FOR EACH CERTIFICATE

### SCHOOL SUPERINTENDENT

AUTHORIZATION: To serve as superintendent and/or assistant superintendent of schools.

REQUIREMENTS: PROVISIONAL CERTIFICATE 1/

1. A Master's Degree in education or a related academic area from an accredited graduate school, together with a formal recommendation from the preparing institution. The graduate program must include 18 credit hours distributed over the following areas, the first 3 areas * being required.

| | |
|---|---|
| *School Finance | *Personnel Administration |
| *Internship or Practical Workshop Experience | Public Relations |
| Evaluation and Research | School Law |
| Construction, Operation and Maintenance of School Plants | Curriculum Construction |
| Supervision | Advanced Work in Methods of Instruction |

2. A minimum of 5 years of public school teaching experience of which not less than 2 years shall have been as a supervisor or administrator. If experience was not in both elementary and secondary schools, evidence should be shown of courses in curriculum and supervision in the areas other than where experienced.

3. Evidence of having a satisfactory knowledge of state school law. (Note: Such evidence may be furnished either by successful completion of a college course, or by state examination. Examinations in School Law will be held at the State House in Augusta on the first Fridays of May and December, and at such other locations as may be designated. Application for permission to take the examination should be made thirty days before the examination date.

With the exception of Maine School Law, examinations for the superintendent's certificate are no longer offered or required; all applicants must now qualify by means of course work and experience as listed above.)

RENEWAL REQUIREMENTS: PROVISIONAL CERTIFICATE

This certificate is issued for a five-year term. It may be renewed once upon reasonable evidence of continuing professional services and growth.

REQUIREMENTS: PROFESSIONAL CERTIFICATE

1. Three years of successful experience under the provisional certificate.

2. Completion of a second year or an additional 30 hours of graduate study in an approved university program designed to prepare school administrators.

RENEWAL REQUIREMENTS: PROFESSIONAL CERTIFICATE

This certificate is issued for a 10-year term. It may be renewed for successive ten-year terms upon reasonable evidence of continuing professional service and growth.

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I/ Applicants who hold certificates in effect on the effective date of these regulations, or serving as superintendents prior to that date will be eligible for a Provisional Superintendent's Certificate. This service-based certificate is issued for a five-year term and may be renewed for additional five-year terms upon proof of the completion (for each such renewal) of not less than six additional hours in areas such as those listed above.

## SECONDARY SCHOOL PRINCIPAL

**AUTHORIZATION:** To serve as principal of any secondary (junior high, senior high, or six-year high) school. A principal is one who devotes at least 50 per cent of the school day to administration and supervision.

**REQUIREMENTS:** Provisional Certificate 1/

1. Matriculation in an accredited graduate school.
2. Eligibility to hold any Maine Secondary School Teacher's Certificate of provisional or professional grade.
3. A minimum of three years of successful secondary teaching experience.
4. A minimum of six hours of graduate study in administration and supervision of the secondary school.

**TERM; RENEWAL:** Provisional Certificate

This certificate is issued for a five-year term and may be renewed once for an additional five years upon proof of the completion of not less than six additional hours in areas such as the following:

| | |
|---|---|
| Guidance | Secondary School Administration |
| Measurement and Evaluation | Secondary School Curriculum |
| Principles and Practices in Secondary School Education | Sociology |
| Psychology | Statistics and Research |
| Public Relations | Supervision |

**REQUIREMENTS:** Professional Certificate

1. A master's degree in some phase of professional education or academic subject related to the secondary school curriculum, from an accredited institution.
2. At least 12 hours of graduate work shall be distributed over not less than three areas such as those listed above, excluding administration and supervision.
3. At least two years of successful experience in the field of supervision or administration under the provisional secondary school principal's certificate.

TERM; RENEWAL: Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon reasonable evidence of continuing professional service and growth.

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1/ Applicants having served successfully as principals of approved secondary school prior to the effective date of these regulations will be eligible for a Provisional Secondary School Principal's Certificate. This service-based certificate is issued for a five-year term and may be renewed for additional five-year terms upon the completion (for each such renewal) of not less than six additional hours in areas such as those listed above.

## ELEMENTARY SCHOOL PRINCIPAL

**AUTHORIZATION:** To serve as principal of any elementary school. A principal is one who devotes at least 50 per cent of the school day to administration and supervision.

**REQUIREMENTS:** Provisional Certificate 1/

1. Matriculation in an accredited graduate school.
2. Eligibility to hold any Maine Elementary School Teacher's Certificate of provisional or professional grade.
3. A minimum of three years of successful elementary school teaching experience.
4. A minimum of six hours of graduate study in administration and supervision of the elementary school.

**TERM; RENEWAL:** Provisional Certificate

This certificate is issued for a five-year term and may be renewed once for an additional five years upon proof of the completion of not less than six additional hours in areas such as the following:

| | |
|---|---|
| Elementary School Administration | Psychology |
| Elementary School Curriculum | Public Relations |
| | Sociology |
| Guidance | Statistics and Research |
| Measurement and Evaluation | Supervision |
| Principles and Practices in Elementary School Education | |

**REQUIREMENTS:** Professional Certificate

1. A Master's Degree in some phase of professional education or academic subject related to the elementary school curriculum, from an accredited institution.
2. At least 12 hours of graduate work shall be distributed over not less than three areas such as those listed above, excluding administration and supervision.

3. At least two years of successful experience in the field of supervision or administration under the Provisional Elementary School Principal's Certificate.

TERM; RENEWAL; Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon reasonable evidence of continuing professional service and growth.

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1/ Applicants having served successfully as principals of approved elementary schools prior to the effective date of these regulations will be eligible for a Provisional Elementary School Principal's Certificate. This service-based certificate is issued for a five-year term and may be renewed for additional five-year terms upon proof of the completion (for each such renewal) of not less than six additional hours in areas such as those listed above.

## SUPERVISOR

**AUTHORIZATION:** To serve as an instructional supervisor (supervisor of instruction), curriculum coordinator, or subject supervisor.

**REQUIREMENTS:** Provisional Certificate 1/ 2/

1. A valid Maine Professional Teaching Certificate
2. At least three years of successful teaching experience in one area and/or level
3. At least 12 hours of approved graduate level work including:

   three hours in supervision,

   three hours in curriculum and instruction,

   three hours in psychology, and

   three hours in testing, statistics and research

**TERM; RENEWAL:** Provisional Certificate

This certificate is issued for a five-year term and may be renewed once upon reasonable evidence of professional service and growth.

**REQUIREMENTS:** Professional Certificate

1. A master's degree in some phase of professional education, or in an academic subject or area.
2. At least two years of successful experience under the Provisional Supervisor's Certificate.

**TERM; RENEWAL:** Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon reasonable evidence of continuing professional service and growth.

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1/ The teaching area and/or level shall be named on the certificate.

2/ Applicants having served successfully as supervisors of approved schools prior to the effective date of these regulations will be eligible for the Provisional Certificate. This service-based certificate is issued for a five-year term and may be renewed for additional five-year terms upon the completion for each such renewal of not less than six additional hours in areas such as those listed above.

## ELEMENTARY TEACHER

**AUTHORIZATION:** To teach kindergarten to grade eight inclusive.

**REQUIREMENTS:** Provisional Certificate 1/

Eligibility for this certificate shall be established by one of the following methods:

1. Graduation from a four-year baccalaureate program approved for the education of elementary teachers, together with the formal recommendation of the preparing institution; or

2. Preparation which includes the following:

   a. A bachelor's degree from an accredited institution

   b. Courses in liberal education comprising at least fifty per cent of the undergraduate curriculum

   c. A minimum of thirty hours of approved general professional education courses in the following areas:

      (1) Knowledge of the learner and the learning process

      (2) Knowledge of the educational context or system

      (3) Knowledge of the methods and techniques of teaching

      Not less than six of the thirty hours shall be in some form of related and appropriate supervised or laboratory teaching experiences; or

3. Completion of a graduate program approved for the education of elementary teachers, together with the formal recommendation of the preparing institution. Such a graduate program shall encompass areas of study and application comparable to those listed under item "c" (professional education) above.

**TERM; RENEWAL:** Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for successive five-year terms upon completion of six hours of approved study for each renewal.

REQUIREMENTS: Professional Certificate

1. Thirty hours of approved study beyond the bachelor's degree, of which at least 15 hours are in subjects taught in, or related to those taught in elementary school.

2. Four years of successful teaching experience under the provisional certificate.

TERM; RENEWAL: Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for successive ten-year terms upon reasonable evidence of continuing professional service and growth.

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1/ The following categories of teachers may continue to be certified under the regulations in effect at the time of initial certification:

(1) Those who have held under certificate, a full-year salaried teaching position within the ten years immediately preceding application; and

(2) Those who have previously been certified on the basis of three or more years of college education.

## JUNIOR HIGH SCHOOL TEACHER

**AUTHORIZATION:** To teach in the junior high grades 7-9 inclusive.

**REQUIREMENTS:** Provisional Certificate

Eligibility to this certificate will be established as follows:

Completion of an approved four-year degree-granting program in junior high school education together with the formal recommendation of the preparing institution.

**TERM; RENEWAL:** Provisional Certificate

1. This certificate is issued for a five-year term. Following four years of successful experience within the scope of the provisional certificate and the completion of not less than six semester credit hours in approved professional junior high education, it may be changed to a five-year standard certificate.

2. A Standard Certificate is renewable on the basis of successful experience, and the completion of not less than six semester credit hours related to the field of junior high education during the life of the certificate.

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1/ This certificate will be discontinued as of July 1, 1972; that is, no new junior high school certificates will be issued after that date.

2/ Applicants possessing an accredited master's degree in professional junior high school education, based upon a related bachelor's program, will be eligible to a five-year standard certificate.

SECONDARY TEACHER

AUTHORIZATION: To teach in grades 7 to 12 inclusive, general secondary subjects. 1/

REQUIREMENTS: Provisional Certificate 2/ 3/

Eligibility for this certificate shall be established by one of the following methods:

1. Graduation from a four-year baccalaureate program approved for the education of secondary school teachers, together with the formal recommendation of the preparing institutions; or

2. Preparation which includes the following:

   a. A bachelor's degree from an accredited institution

   b. Courses in liberal education comprising at least 50 per cent of the undergraduate curriculum

   c. Evidence of established teaching field(s) according to either of these patterns:

      Pattern A. One major teaching subject of at least thirty hours (which may include three hours of special methods) plus one minor teaching subject of at least eighteen hours, or,

      Pattern B. A minimum of fifty hours (which may include three hours of special methods) in an area of specialization (i.e., social studies, science, physical science and mathematics)

      In cases where certification is based on major or minor subjects these must be ones commonly taught in secondary schools, but in cases where certification is based on an area of study (science or social studies for example) the area may include college courses in subjects (geology or anthropology for example) not commonly taught in secondary schools.

   d. A minimum of eighteen hours of approved general professional education courses in the following areas:

      (1) Knowledge of the learner and the learning process

      (2) Knowledge of the educational context or system

      (3) Knowledge of the methods and techniques of teaching.

Not less than six of the eighteen hours shall be in some form of related and appropriate supervised or laboratory teaching experience.

TERM; RENEWAL: Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for successive five-year terms upon completion of six hours of approved study for each renewal.

REQUIREMENTS: Professional Certificate 2/

1. Thirty hours of approved study beyond the bachelor's degree, of which at least 15 hours are in subjects taught in, or related to those taught in secondary school

2. Four years of successful teaching experience under the provisional certificate

TERM: RENEWAL PROFESSIONAL CERTIFICATE

This certificate is issued for a ten-year term. It may be renewed for successive ten-year terms upon reasonable evidence of continuing professional service and growth.

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1/ Special subjects and area will be included when the study is taken in a program approved under the provisions of this regulation for the preparation of teachers in a special subject or area.

2/ The major and minor teaching subjects, or the teaching area, shall be named on the certificate. If, after initial certification, a teacher qualifies for an additional teaching subject or area it shall be added to his current certificate. Note: Although subjects studied are named thereon, the certificate is a "blanket" credential legally authorizing the teaching of any general (academic) subject. It is expected, nevertheless, that except for emergencies teachers will be assigned to subjects where they have competence.

3/ The following categories of teachers may continue to be certified under the regulations in effect at the time of initial certification

(1) Those who have held, under certificate, a full-year salaried teaching position within the ten years immediately preceding application; and

(2) Those who have previously been certified on the basis of three or more years of college education.

## SPECIAL SUBJECT OR AREA TEACHER

**AUTHORIZATION:** To teach the following special subjects or areas in grades sub-primary through 12: Agriculture, art, business and commercial education, health, physical education, home economics, nursing care, industrial arts, and music. ("Teach" is understood to include "supervise" in the case of art, music, and physical education certificates.)

**REQUIREMENTS:** Provisional Certificate 1/

Graduation from a four-year baccalaureate program approved for the preparation of teachers in the special subject or area, together with the formal recommendation of the preparing institution.

**TERM; RENEWAL:** Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for successive five-year terms upon completion of six hours of approved study for each renewal.

**REQUIREMENTS:** Professional Certificate

1. Thirty hours of approved study beyond the bachelor's degree, of which at least 15 hours are in, or related to, the special subject or area.

2. Four years of successful teaching experience under the provisional certificate.

**TERM; RENEWAL:** Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for successive ten-year terms upon reasonable evidence of continuing professional service and growth.

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1/ The following categories of teachers may continue to be certified under the regulations in effect at the time of initial certification:

(1) Those who have held, under certificate, a full-year salaried teaching position within the ten years immediately preceding application; and

(2) Those who have previously been certified on the basis of three or more years of college education.

COUNSELOR

AUTHORIZATION: To serve as counselor or guidance director of any secondary (junior high, senior high, or six-year high) school.

REQUIREMENTS: Provisional Certificate 1/

1. A master's degree from an accredited graduate school. The graduate program must include courses from each of the following areas:

   (1) Philosophy, Organization, and Administrative Relationships of Guidance Services

   (2) Appraising, Assessing, and Understanding the Individual

   (3) Counseling

   (4) Educational and Occupational Information

   (5) Group Guidance Procedures

   (6) Supervised Practice in Guidance and Counseling

2. Eligibility to hold a Maine secondary school teaching certificate.

3. A minimum of two years of successful secondary school teaching experience.

4. A minimum of one calendar year in wage-earning experience, other than teaching or counseling, which may be cumulative.

TERM; RENEWAL: Provisional Certificate

This certificate is issued for a five-year term. It may be renewed once for an additional five years upon reasonable evidence of continuing professional service and growth.

REQUIREMENTS: Professional Certificate

1. Completion of three years of successful experience within the scope of the Provisional Certificate.

TERM; RENEWAL: Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon reasonable evidence of continuing professional service and growth.

1/ Applicants who hold certificates for full-time counseling in effect on the effective date of these regulations, or serving as full-time counselor's in approved schools* prior to the effective date of these regulations will be eligible for a Provisional Counselor's Certificate. This certificate is issued for a five-year term and may be renewed for additional five-year terms upon the completion (for each such renewal) of not less than six additional credit hours in areas such as those listed above and continuous successful experience as a counselor.

* If this service has been in elementary schools, this fact will be stated on the certificate. A certificate so endorsed will also authorize service in the elementary school.

## DRIVER EDUCATION TEACHER'S STATEMENT OF AUTHORIZATION

**AUTHORIZATION:** To teach driver education

**REQUIREMENTS:** Eligibility to this statement of authorization will be established as follows:

1. A valid provisional or higher grade Maine teaching certificate
2. An approved personal driving record
3. A Maine driver's license
4. Satisfactory completion of a minimum of three hours in an approved driver education course within the five years preceding the date of application for the statement of authorization

**TERM; RENEWAL:** The statement of authorization is issued for a five-year term. It may be renewed on the basis of successful experience within the scope of the authorization, and the completion of a three-hour course in driver and traffic safety education during the life of the authorization. Further renewals may be issued on the basis of satisfactory teaching experience in this field, without additional study.

SCHOOL LIBRARIAN - Revised June 23, 1969

AUTHORIZATION: To serve as librarian in elementary and secondary schools

REQUIREMENTS: Provisional Certificate 1/

Eligibility for this certificate shall be established by one of the following methods:

1. Graduation from a four-year baccalaureate program approved for the education of school librarians, together with the formal recommendation of the preparing institution; or

2. Preparation which includes the following:

   a. Eligibility to hold a Maine elementary or secondary teaching certificate of provision or professional grade

   b. A minimum of eighteen hours in library science distributed in the following areas.

      (1) school library administration

      (2) books and materials

      (3) teaching the use of the library

      (4) classification and cataloguing; or

3. Preparation which includes the following:

   a. A bachelor's degree from an accredited institution with courses in liberal education comprising at least fifty percent of the undergraduate curriculum.

   b. (as 2b above)

   c. One three-credit-hour course in elementary or secondary curriculum, whichever is appropriate to the librarian's service.

   d. One year of successful library experience under the supervision of the school administrator.

TERM; RENEWAL: Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for successive five-year terms upon the completion of six hours of approved study in library science or related fields for each renewal.

REQUIREMENTS: Professional Certificate 1/

1. Thirty hours of approved study beyond the bachelor's degree

a. for those applicants presenting pattern "1", the post-baccalaureate study may be in related areas

b. for those applicants presenting pattern "2", or "3", the post-baccalaureate study must include twelve hours in appropriate library science courses

2. Four years of successful experience under the provisional certificate

TERM; RENEWAL: Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for successive ten-year terms upon reasonable evidence of continuing professional service and growth.

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1/ The following category of school librarians may continue to be certified under the regulations in effect at the time of initial certification:

Those who have held under a librarian's certificate, a full-year salaried position within the ten years immediately preceding application. (This is intended to include the part-time school librarian serving under a Maine teacher's certificate endorsed for library service.)

## SCHOOL PSYCHOLOGIST

**AUTHORIZATION:** To serve as school psychologist

**REQUIREMENTS:** Provisional Certificate 1/

1. A master's degree from an accredited graduate school, or matriculation as a doctoral candidate in an accredited graduate school.

2. Completion of graduate study to a cumulative total of not less than sixty semester hours, which must include courses from each of the following areas:

   (1) Educational Foundations

   (2) Education of the Exceptional

   (3) Testing and Clinical Techniques

   (4) Personality and Behavioral Development

   (5) Supervised Practice in Testing and Clinical Techniques

3. Successful experience in a sub-collegiate school setting which may be fulfilled through completion of

   (1) One year as a classroom teacher, or

   (2) Not less than six semester hours of supervised practice in school psychological services.

**TERM; RENEWAL:** Provisional Certificate

This certificate is issued for a five-year term. It may be renewed once for an additional five years upon reasonable evidence of continuing professional service and growth.

**REQUIREMENTS:** Professional Certificate

1. A doctor's degree from a regionally accredited graduate school.

2. Completion of three years of successful experience within the scope of the Provisional Certificate.

**TERM; RENEWAL:** Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon reasonable evidence of continuing professional service and growth.

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1/ Applicants having served successfully as school psychologists in approved elementary or secondary schools for not less than three years prior to the effective date of these regulations will be eligible for a Provisional School Psychologist's Certificate. This service-based certificate is issued for a five-year term and may be renewed for additional five-year terms upon the completion (for each such renewal) of not less than six additional credit hours in areas such as those listed above and continuous successful experience as a psychologist.

## SPECIAL EDUCATION TEACHER

**AUTHORIZATION:** To teach those educable exceptional children for whom the usual program makes inadequate provision.

**REQUIREMENTS:** Provisional Certificate 1/

Eligibility for this certificate shall be established by one of the following methods:

1. Graduation from a four-year baccalaureate program approved for the preparation of special education teachers, together with the formal recommendation of the preparing institutions; or

2. Preparation which includes the following:

   a. Eligibility to an elementary or secondary certificate of provisional or professional grade.

   b. A minimum of twelve hours of approved professional education courses in the following areas:

      (1) Not less than six hours dealing with the history, philosophy, and general educational practices pertaining to exceptional children, and

      (2) Not less than six hours in identification and evaluation, methodology or training, and personal and vocational adjustment pertaining to exceptional children.

**TERM; RENEWAL:** Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for successive five-year terms upon completion of six hours of approved study for each renewal.

**REQUIREMENTS:** Professional Certificate

1. Thirty hours of approved study beyond the bachelor's degree, of which at least eighteen hours are in the field of special education.

2. Four years of successful teaching experience under the provisional certificate.

**TERM; RENEWAL:** Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon reasonable evidence of continuing professional service and growth.

MAINE STATE DEPARTMENT OF EDUCATION
CERTIFICATION - TEACHERS OF EXCEPTIONAL CHILDREN

AUTHORIZATION: Teacher of Emotionally Handicapped

REQUIREMENTS: Provisional Certificate 1/
Eligibility for this certificate shall be established by one of the following methods.

1. Graduation from a four year baccalaureate program approved for the preparation of teachers of exceptional children with a major in the appropriate specialty area, together with the formal recommendation of the preparing institution; or

2. Preparation which includes the following:

Teacher of Emotionally Handicapped Children

a. Eligibility to an elementary or secondary certificate of provisional or professional grade which shall include:

A minimum of 15 semester hours of fundamental courses distributed among the following areas:

1. Child Growth and Personality Development
2. Psychology of Learning and Education
3. Evaluation of Developmental Levels of Children
4. Curriculum and Instructional Materials
5. Philosophy and Practices of Education
6. General, Educational, Abnormal Psychology
7. Measurement in Education
8. The Teaching of Reading

b. A minimum of 18 semester hours of professional courses to be taken from the following:

1. Practicum in Teaching Emotionally Handicapped Children
2. Psychology of Exceptional Children
3. Education of Exceptional Children
4. Methods of Teaching Emotionally Disturbed Children
5. Identification of Emotionally Disturbed Children
6. Observation and Practice in Area of the Emotionally Disturbed Child
7. Nature and Needs of Emotionally Disturbed Children
8. Psychoeducational Techniques for Emotionally Disturbed Children
9. Counseling and Guidance of Emotionally Disturbed Children
10. Summer Institute in Area of Emotionally Disturbed Children
11. Remedial Reading

If one meets the above requirements, except for the 18 semester hours in special education courses, a special one-year conditional certificate can be granted after six semester hours have been completed.

Six more hours must be earned before the second year of teaching with the remaining six hours before the third year of employment. At this point, the teacher is eligible for the five-year provisional certificate. Up to six (6) semester hours of credit can be granted for at least one year of successful experience in working with exceptional children in a controlled setting under the careful supervision of qualified personnel as part of a performance criteria factor. This would include persons who have worked as a teacher, teacher aide, or teacher assistant in an educational program for exceptional children and persons who have taught courses in the area of exceptional children. No credit would be given for a practicum experience where a university or college already has granted credit.

TERM: RENEWAL: Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for one five-year term upon completion of six hours of approved study, in the area of the exceptional child. Continued certification after the tenth year is dependent upon the attainment of the professional certificate.

REQUIREMENTS: Professional Certificate

1. Thirty hours of approved study beyond the bachelor's degree, of which at least 18 hours are in the area of the emotionally handicapped child.

2. Four years of successful experience as a teacher of the emotionally handicapped under the provisional certificate.

TERM: RENEWAL: Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon evidence of continuing professional service and growth.

1/ Applicants having served successfully as special education teachers in emotionally handicapped programs approved by the Maine State Department of Education prior to the effective date of these regulations, will be eligible to receive a provisional certificate. This service-based certificate is issued for a five-year term and may be renewed for additional five-year terms upon the completion (for each such renewal) of not less than six additional credit hours in areas such as those listed above, and successful experience as a special education teacher.

MAINE STATE DEPARTMENT OF EDUCATION
CERTIFICATION - TEACHERS OF EXCEPTIONAL CHILDREN

AUTHORIZATION: Learning Disabilities Teacher

REQUIREMENTS: Provisional Certificate 1/
Eligibility for this certificate shall be established by one of the following methods.

1. Graduation from a four year baccalaureate program approved for the preparation of teachers of exceptional children with a major in the appropriate specialty area, together with the formal recommendation of the preparing institution; or

2. Preparation which includes the following:

Learning Disability Teacher

a. Eligibility to an elementary or secondary certificate of provisional or professional grade, which shall include a minimum of 15 semester hours of fundamental courses distributed among the following areas:

1. Child Growth and Personality Development
2. Psychology of Learning and Education
3. Evaluation of Developmental Levels of Children
4. Curriculum and Instructional Materials
5. Philosophy and Practices of Education
6. General, Educational, Abnormal Psychology
7. Measurement in Education
8. The Teaching of Reading

b. A minimum of 18 semester hours of professional courses to be taken from the following with not less than 12 hours taken from 2,3,4, or 5.

1. Nature and Theory of Learning Disabilities
2. Identification and Diagnosis of Learning Disabilities
3. Curriculum and Teaching Methods for Children with Learning Disabilities
4. Practicum in Teaching Children with Learning Disabilities
5. Remedial Reading
6. Introduction to Speech Pathology
7. Language Development for Children with Communication Disorders
8. Summer Institute for Teachers in the Area of Learning Disabilities

If one meets the above requirements, except for the 18 semester hours in special education courses, a special one-year conditional certificate can be granted after six semester hours have been completed. Six more hours must be earned before the second year of teaching with the remaining six hours before the third year of employment. At this point, the teacher is eligible for the five-year provisional certificate.

Up to six semester hours of credit can be granted for at least one year of successful experience in working with exceptional children in a controlled setting under the careful supervision of qualified personnel as part of a performance criteria factor. This would include persons who have worked as a teacher, teacher aide, or teacher assistant in an educational program for exceptional children and persons who have taught courses in the area of exceptional children. No credit would be given for a practicum experience where a university or college already has granted credit.

TERM: RENEWAL: Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for one five-year term upon completion of six hours of approved study, in the area of the exceptional child. Continued certification after the tenth year is dependent upon the attainment of the professional certificate.

REQUIREMENTS: Professional Certificate

1. Thirty hours of approved study beyond the bachelor's degree, of which at least 18 hours are in the area of the learning disabled child.

2. Four years of successful experience as a teacher of the learning disabled under the provisional certificate.

TERM: RENEWAL: Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon evidence of continuing professional service and growth.

1/ Applicants having served successfully as special education teachers in learning disabilities programs approved by the Maine State Department of Education prior to the effective date of these regulations, will be eligible to receive a provisional certificate. This service-based certificate is issued for a five-year term and may be renewed for additional five-year terms upon the completion (for each such renewal) of not less than six additional credit hours in areas such as those listed above, and successful experience as a special education teacher.

## SPEECH AND HEARING CLINICIAN

AUTHORIZATION: To serve as a school speech and hearing clinician in grades sub-primary through 12.

REQUIREMENTS: Provisional Certificate 1/
Eligibility for this certificate shall be established by one of the following methods:

1. Graduation from a four year baccalaureate program approved for the preparation of speech and hearing clinicians together with the formal recommendation of the preparing institution; or

2. Preparation which includes the following:

   a. A baccalaureate degree including or in addition to;

   b. A minimum of 15 semester hours of fundamental courses distributed among the following areas:

      1. Child Growth and Personality Development
      2. Psychology of Learning and Education
      3. Evaluation of Developmental Levels of Children
      4. Counseling
      5. Philosophy and Practices of Education
      6. General, Educational, Abnormal Psychology

   c. A minimum of 24 semester hours of professional courses to be taken from:

      1. The Study and Treatment of Speech and Hearing Disorders
      2. Language and Speech Development
      3. Anatomy of the Speech Mechanism
      4. Phonetics and Speech Science
      5. Audiology
      6. Aural Rehabilitation
      7. Speech and Hearing Therapy Programming in the School

   d. A minimum of six semester hours of carefully supervised clinical practicum, and/or student teaching of which no less than fifty percent is to be with school age speech or hearing handicapped children.

TERM; RENEWAL: Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for one five-year term upon completion of six hours of approved study in the area of the exceptional child. Continued certification after the tenth year is dependent upon the attainment of the professional certificate.

REQUIREMENTS: Professional Certificate

1. Thirty hours of approved study beyond the bachelor's degree of which at least eighteen hours are in the field of speech and hearing therapy.

2. Four years of successful experience as a speech and hearing clinician under the provisional certificate.

TERM; RENEWAL: Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon reasonable evidence of continuing professional service and growth.

1/ Applicants having served successfully as school speech and hearing clinicians in programs approved by the Maine State Department of Education prior to the effective date of these regulations, will be eligible to receive a provisional certificate. This service based certificate is issued for a five-year term and may be renewed for additional five-year terms upon the completion (for each such renewal) of not less than six additional credit hours in areas such as those listed above, and successful experience as a school speech and hearing clinician.

MAINE STATE DEPARTMENT OF EDUCATIONAL AND CULTURAL SERVICES
CERTIFICATION REQUIREMENTS FOR TEACHERS OF
TRAINABLE MENTALLY RETARDED CHILDREN

AUTHORIZATION: To teach those trainable mentally retarded children for whom the usual programs make inadequate provisions.

REQUIREMENTS: Basic Certificate

Eligibility for this certificate shall be established by one of the following methods:

1. Graduation from a two-year teacher associate's program approved for the preparation of teachers of trainable mentally retarded children, together with the formal recommendation of the preparing institutions; OR

2. Preparation which includes the following:

   Completion of a two-year college program which includes a minimum of fifteen hours of approved professional education courses in the following areas:

   a. Not less than three hours dealing with the history, philosophy and general educational practices pertaining to exceptional children.

   b. Not less than three hours dealing with the evaluation, identification, psychology, and/or nature and needs of the mentally retarded.

   c. Not less than nine hours dealing with methodology and training, personal, social, and vocational adjustment of the trainable mentally retarded.

TERM; RENEWAL: Basic Certificate

This certificate is issued for a two-year term. It may be renewed for successive two-year terms upon completion of six hours of approved study for each renewal; OR
for graduates of an approved two-year teacher associate's program, matriculation in an approved program leading to a baccalaureate degree shall be considered "approved study".

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Individuals who have served successfully as teachers in special education programs for the trainable mentally retarded, approved by the Maine State Department of Educational and Cultural Services, one year within the three year period preceding the effective date of these regulations (July 1, 1973) will be eligible to receive the basic certification.

REQUIREMENTS: Provisional Certificate

Eligibility for this certificate shall be established by one of the following methods:

1. Graduation from a four-year baccalaureate program approved for the preparation of teachers of trainable mentally retarded children, together with the formal recommendation of the preparing institution; OR

2. Preparation which includes the following:

   a. Eligibility to an elementary or secondary certificate of provisional or professional grade.

   b. A minimum of fifteen hours of approved professional education courses in the following areas:

      (1) Not less than three hours dealing with the history, philosophy and general educational practices pertaining to exceptional children.

      (2) Not less than three hours dealing with the evaluation, identification, psychology, and/or nature and needs of the mentally retarded.

      (3) Not less than nine hours dealing with methodology and training, personal, social, and vocational adjustment of the trainable mentally retarded.

TERM; RENEWAL: Provisional Certificate

This certificate is issued for a five-year term. It may be renewed for successive five-year terms upon completion of six hours of approved study for each renewal.

REQUIREMENTS: Professional Certificate

1. Thirty hours of approved study beyond the bachelor's degree, of which at least eighteen hours are in the field of special education.

2. Four years of successful teaching experience under the provisional certificate.

**TERM; RENEWAL:** Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon reasonable evidence of continuing professional services and growth.

1/ Applicants having served successfully as special education teachers in special education programs approved by the Maine State Department of Education prior to the effective date of these regulations, will be eligible to receive a provisional certificate. This service-based certificate is issued for a five-year term and may be renewed for additional five-year terms upon the completion (for each such renewal) of not less than six additional credit hours in areas such as those listed above, and successful experience as a special education teacher.

Effective November 6, 1970

## SUBSTITUTE TEACHER

Authorization: To serve as a day-to-day substitute in elementary or secondary schools.

Requirements: Applicants may be selected from the following:

1. A candidate with a bachelor's degree plus certification appropriate to the school level may serve with no time limit. The request for substitute certification must be presented to the State Department of Education yearly by the employing superintendent of schools.

2. A candidate with two or more years of college preparation may teach for a maximum of sixty school days in one teaching position. Extension is subject to approval of the Commissioner of Education. The request for substitute certification must be presented to the State Department of Education yearly by the employing superintendent of schools.

It is expected that all school systems will provide appropriate in-service training for all substitute teachers.

In special emergencies, superintendents may employ as substitutes those with a minimum High School graduation for a maximum of 10 days, in one teaching position, subject to extension only by the State Department of Education.

Student teachers may be employed as substitute teachers only within policy acceptable to the college or university concerned.

In order to be certified as a substitute, a person's name must be sent to the Bureau of Professional Services as specified in the Administrative Letter #34, Date July 19, 1967, pertaining to Regulations, Effective Immediately, for Issuance of Substitute Teachers Certificates. (copy attached). Any persons added in the interim will be officially covered.

## VOCATIONAL TRADE AND INDUSTRIAL TEACHER SPECIAL CERTIFICATE 1/

**AUTHORIZATION:** To conduct non-academic classes in approved vocational trade and industrial programs. (See category #1a under ALTERNATE CREDENTIALS)

**REQUIREMENTS:** Eligibility for this certificate will be established by the following method and evidenced by supporting affidavits.

1. Graduation from an approved secondary school, or possession of a state high school equivalency certificate.

2. Completion of a learning experience in the industrial area for which certification is sought as defined by one of the following statements.

   a. Completion of an accepted apprenticeship in the trade or occupation.

   b. Wage earning experience in the trade or occupation, or closely related one, of at least three years.

   c. At least 60 semester credit hours of education at one or more approved degree-granting institutions, at least twenty semester credit hours of which shall be in closely related technical or scientific subjects, which may include Mathematics and/or Drafting. Courses offered by industry or the armed forces may be evaluated under the direction of the Commissioner of Education and may be used to meet part or all of this requirement.

   d. Graduation from an approved vocational or technical institute after completion of at least a two-year program in an appropriate area of instruction.

3. A minimum of three years wage-earning experience at the journeyman level (in addition to the required learning experience) in the appropriate trade or occupation.

4. Completion of such short term pre-service training programs as may be required of the individual, at the discretion of the Commissioner of Education.

**TERM:** 1. A Vocational Trade and Industrial Provisional Special Certificate issued to eligible applicants is valid for a two-year period. It may be renewed once, following two years of successful experience within the scope of the certificate and the partial completion of twelve semester credit hours of teacher-training courses approved for the individual under the supervision of the Commissioner of Education.

2. Upon completion of four years of successful experience within the scope of the certificate and completion of the individually approved twelve-hour teacher-training program, it may be changed to a Five-Year Vocational Trade and Industrial Special Certificate.

3. A Five Year Vocational Trade and Industrial Special certificate is renewable on the basis of successful experience, and the completion of not less than six semester credit hours of courses previously approved for the individual at the discretion of the Commissioner of Education; or the equivalent in clock hours of special courses designed for the purpose by, and taught under the general supervision of the State Department of Education.

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1/ The following category of teachers may continue to be certified under the regulations in effect at the time of initial certification: those who have held, under certificate, a full-year salaried teaching position within the ten years immediately preceding application.

## ELEMENTARY GUIDANCE CONSULTANT

AUTHORIZATION: To serve as a guidance consultant at an elementary school.

REQUIREMENTS: Provisional Certificate

1. A master's degree from an accredited graduate school. The graduate program must include courses from each of the following areas:

   (1) Philosophy, Organization, and Administrative Relationships of Guidance Services, including the Elementary School Level

   (2) Appraising, Assessing, and Understanding the Individual, including the Administering of Individual Intelligence Tests

   (3) Counseling

   (4) Psychology of Human Development

   (5) Analysis of Group Processes

   (6) Supervised Practice in Guidance and Counseling at the Elementary School Level

2. Eligibility to hold a Maine elementary school teaching certificate.

3. A minimum of two years of successful elementary school teaching experience.

TERM; RENEWAL: Provisional Certificate

This certificate is issued for a five-year term. It may be renewed once for an additional five years upon reasonable evidence of continuing professional service and growth.

REQUIREMENTS: Professional Certificate

Completion of three years of successful experience within the scope of the Provisional Certificate.

TERM; RENEWAL: Professional Certificate

This certificate is issued for a ten-year term. It may be renewed for ten-year terms upon reasonable evidence of continuing professional service and growth.

## SCHOOL NURSE CERTIFICATE

Authorization: To serve as non-instructional school nurse in elementary and secondary schools.

Requirements: Eligibility for this certificate will be established by the following method:

Conditional Certificate:

1. Current license in the State of Maine as a registered professional nurse.

2. At least one year of experience working as a registered professional nurse.

Term; Renewal:

This certificate is issued for one year. Six hours of approved study to be obtained every year until eighteen hours are earned and three years of successful experience are completed.

Provisional Certificate: 1/

1. Current license in the State of Maine as a Registered Professional Nurse.

2. Graduation from a four year baccalaureate program in nursing and one year experience as a registered professional nurse.

OR

Eighteen (18) hours of approved study beyond the associate degree or diploma program and three (3) years of successful experience as a school nurse.

Term; Renewal:

This certificate is issued for a five year term. It may be renewed for successive five year terms upon completion of six hours of approved study for each renewal.

Professional Certificate:

1. Current license in the State of Maine as a registered professional nurse.

2. Graduation from a four year baccalaureate program in Nursing or Health Services.

3. Four years of successful school nursing experience.

Term; Renewal:

Issued for a ten year term. May be renewed for successive ten year term upon reasonable evidence of continuing professional service and growth.

Any course work taken should be in both professional nursing and professional school work such as:

Organization and administration of school health services.
Human growth and development, including child and adolescent psychology.
Educational Psychology.
Mental health, personal adjustment, group dynamics.
Principles, philosophy, and practices of education to include trends and developing issues relating to education.
Health education; and planning of health education curriculum.
Sociology, including Applied Sociology, Family Living, social problems, and family case work.
Techniques of Counseling and/or Parent Education.
Oral and written communication skills.
Public Health; Public Health Nursing; Community, national and world health problems.
Nutrition and its aspects.
Speech pathology.

In-service work could be offered through a hospital preparing professional nurses.

These certificates are not to be confused with the certificate for "teacher of special subject area" as described on Page 24 of certification regulations.

1/ Applicants having served successfully as school nurses in approved elementary or secondary schools for not less than three years prior to the effective date of these regulations will be eligible for a Provisional School Nurse Certificate. This service-based certificate is issued for a five year term and may be renewed for additional five year terms upon the completion (for each renewal) of not less than six additional credit hours in areas recommended for school nurses and continuous successful experience as a school nurse.

## Director of Services for Exceptional Children

Authorization: Director of Services for Exceptional Children (This includes anyone who directs, supervises or coordinates services for exceptional children more than 25% of his or her time.)

Requirements: Provisional Certificate

1. Eligibility for a Professional Certificate in an area of Special Education*.

2. If preparation for the Professional Certificate in Special Education has not included study in the following areas of competency, such distribution must be accomplished in a supplemental fashion in order to qualify for the Director's certificate:

   a) At least one graduate course or equivalent in techniques of supervision.

   b) At least four graduate courses or equivalent distributed among at least two of the following areas of competency:

      1) Administration of programs
      2) Emotionally Handicapped
      3) Gifted or Talented
      4) Individual Assessment
      5) Learning Disabilities
      6) Mental Retardation
      7) Speech and Hearing

Note: Candidates who meet all requirements except 2. a) above may receive a waiver of one year, non-renewable, upon the request of the employing superintendent in order to enable the candidate to meet this requirement.

Term: This certificate will be issued for a five year term. It is not renewable.

Prior Service: Applicants who are serving as Director of Services for Exceptional Children prior to the effective date of these regulations will be eligible for a Conditional Director of Services for Exceptional Children Certificate. This service-based certificate will be issued yearly, based upon completion of six semester hours of credit until applicants meet the requirements listed above, and upon evidence of successful experience within the scope of the certificate.

*The areas are: Learning Disabilities, Emotionally Handicapped, Mental Retardation, and Speech and Hearing. The requirements are: Thirty (30) hours of approved study beyond the bachelor's degree, of which at least eighteen (18) hours are in the area of special education in which the certificate is issued plus four (4) years of successful teaching experience in the area of certification.

AUTHORIZATION: Special Teacher of Reading

(This includes anyone who diagnoses, instructs, or evaluates pupils needing corrective or remedial instruction in reading, in addition to or in lieu of that provided by the classroom teacher.)

REQUIREMENTS: Provisional Certificate as a Special Teacher of Reading (K-8 or 7-12).

1. Eligibility for a Provisional Teaching Certificate at either the elementary or the secondary level depending on area of responsibility.

   a) Two (2) years of successful classroom teaching experience at the same level.

   b) If preparation for the Provisional Teaching Certificate, or subsequent study, has not included study in the following areas of competency, such distribution must be accomplished in a supplemental fashion in order to qualify for this Special Teacher of Reading Certificate:

      (1) A graduate level course or equivalent in the basic processes of the teaching of reading, including developmental reading.

      (2) Reading disabilities (causes, diagnosis, prescription and correction).

      (3) Supervised, clinical experiences with reading disabled children.

      (4) At least three courses or equivalent from the three following areas:

Language acquisition and development
Literature of children or adolescents

Measurement and evaluation
Human relations and interpersonal communications
Sociology

Child or adolescent psychology
Speech pathology
Human growth and development
Learning disabilities

OR

2. Eligibility for a Provisional Teaching Certificate at either the elementary or the secondary level depending on area of responsibility.

   a) Holds a Master's Degree in the field of reading.

   b) If preparation for the Provisional Teaching Certificate, or subsequent study, has not included study in the following areas of competency, such distribution must be accomplished in a supplemental fashion in order to qualify for this Special Teacher of Reading Certificate:

      (1) A graduate level course or equivalent in the basic processes of the teaching of reading, including developmental reading.

      (2) Reading disabilities (causes, diagnosis, prescription and correction).

      (3) Supervised, clinical experiences with reading disabled children.

      (4) At least three courses or equivalent from the three following areas: (such as, but not limited to)

Language acquisition and development
Literature of children or adolescents

Measurement and evaluation
Human relations and interpersonal communications
Sociology

Child or adolescent psychology
Speech pathology
Human growth and development
Learning disabilities

TERMS: This certificate will be issued for a five year term.

Prior Service: Applicants who are serving as Special Teacher of Reading or equivalent prior to the effective date of these regulations will be eligible for a Conditional Special Teacher of Reading Certificate. This service-based certificate will be issued yearly, based upon completion of six semester hours of credit in the above areas until applicants meet the requirements listed above, and upon evidence of successful teaching within the scope of the certificate.